

INDIANA STATE BOARD OF ACCOUNTS

Indiana School Board Association
Spring Board Member Academy
April 10, 2015

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Indiana State Board of Accounts

- In a speech to a joint session on January 11, 1909, Governor Thomas R. Marshall called for the creation of the SBOA.
 - > “The public is not only desirous of having frequent investigations of all public offices, but such investigations are a check not only upon dishonesty, but also upon extravagances. I recommend the adoption of a uniform accounting system of bookkeeping, the examination of public records at irregular intervals, and auditing of all public accounts.”
- Legislators passed IC 5-11-1 by a large margin (67-8) in the House and a smaller margin (27-22) in the Senate.

Indiana State Board of Accounts

● Responsibilities

- Perform audits/examinations of governmental units
- Prescribe system of accounting, forms, and procedures used by governmental units
- Various other duties including recounts, providing training for local officials, consulting services, etc.

● Units served

- Counties, Cities, Towns, Traditional Public Schools, Charter Schools, State Universities, Townships, Some Hospitals, Special Districts, and qualifying Not-For-Profit Organizations

Indiana State Board of Accounts

○ Organizational Structure

- SBOA Board (State Examiner and 2 Deputies)
- Directors of Audit Services
 - Schools and Townships
 - Counties
 - Cities, Towns, and Special Districts
 - Private Examiner Audits
- Audit Coordinators
- Audit Managers
- Field Examiners
- Special Investigative Coordinators

What can the SBOA do for you?

- Provide assistance interpreting various laws and regulations
- Provide conduit for schools to report to federal governmental agencies
- Provide assurance to the public that schools are following laws and regulations
- Provide ways for schools to recover money that has been taken

What can you expect during an SBOA Audit?

- ◉ Engagement type:
 - > Federal or A-133
 - > Examination
 - > Compliance Review
 - > Agreed Upon Procedures
- ◉ Research and Information Gathering
 - > Initial data gathered from Gateway Annual Financial Report and IDOE Form 9
 - > Review of Schedule of Expenditures of Federal Awards to confirm engagement type

What can you expect during an SBOA Audit? (continued)

- Entrance Conference
 - > Informs officials about the audit process
 - > The local officials have the opportunity to provide information about the audit period
 - > Discuss the initial record request to start the audit
- Evaluation of Internal Control Procedures
 - > Field Examiners will assess the school's internal controls
 - > Will include interview with staff, observation of procedures, review of supporting records
 - > Based on assessment of internal controls FE will develop the specific audit plan

What can you expect during an SBOA Audit? (continued)

- ◉ Implementing the Audit Plan

- > The day to day review of records will consist of a focused review of the transactions and events during the audit period with the goal to gain enough information to support our opinion of the financial statements

- ◉ Preliminary Audit Exceptions

- > Communicate issues with management and those charged with governance
- > Matters for Consideration; Federal Findings; Audit Results and Comments

What can you expect during an SBOA Audit? (continued)

● Exit Conference

- > Held after initial review of workpapers and draft report
- > Invitees will include official audited; representative of governing body; and other appropriate individuals
- > The draft report, including findings, will be discussed at this meeting
- > Provides the officials the opportunity to present any additional information pertaining to the findings that are included in the draft report
- > Exit conference is not considered a public meeting
- > The draft report and information discussed during the exit conference are not consider public documents until it is filed by the SBOA office

● Report Distribution

- > IC 5-11-5-1 details the requirements of the SBOA to issue the report
- > Statute requires officials examined the opportunity to provide a written response that is included as part of the report
- > Issued reports are public documents and are available on the SBOA Website.
- > Reports that include malfeasance, misfeasance, or nonfeasance will be provided to the Attorney General's office and the local Prosecuting Attorney's office for appropriate possible action

Website Resources

- ◉ www.in.gov/sboa
- ◉ Filed audit and examination reports
- ◉ Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations
- ◉ Accounting and Uniform Compliance Guidelines Manual for Extra-Curricular Accounts
- ◉ School Administrator

Manuals

- ◉ Indiana Code 5-11-1-24

- > “The state board of accounts shall establish in writing uniform compliance guidelines for the examinations and reports required by this chapter. The uniform compliance guidelines must include the standards that an entity must observe to avoid a finding that is critical of the entity for a reason other than the entity’s failure to comply with a specific law.”

J. H. Rosgrove

Special Report Concerning Common School Funds

Issued by
GILBERT H. HENDREN
STATE EXAMINER
1918

School Manual

SBOA: Public School Corporations Manual - Google Chrome

in.gov/sboa/2821.htm

Gateway Transparency 8.1.06 IC SBOA PeopleSoft IGA Forms Cubs MLB Pay Townships Website Update Test Website

Contact Us

FORMS, PUBLICATIONS & RESOURCES

- Audit Reports
- Manuals
- Quarterly Publications
- Meeting Materials
- Gateway
- Guidelines for Independent Auditors
- Non-Governmental Entity Audit Process
- Electronic Forms
- Resources

To access these manuals, you must have Adobe Reader. You can download it here:

<http://www.adobe.com/products/reader.html>

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- [Part 4 - Classification and Definition of Receipt Accounts](#)
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- [Part 14 - Deposit and Investment of Funds](#)
- [Part 15 - Public Purchases, Purchase of Land or Structures and Inventory of Fixed Assets](#)
- [Part 16 - Public Works Law](#)
- [Part 17 - Leases](#)
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? Top FAQs I Want To...

1. Can elected officials collect unemployment if they are not re-elected?
2. What items are subject to sales tax and how do we report sales tax collected?
3. Who is required to complete the Entity Annual Report (E-1)?
4. What is the process for preparing budgets for local governmental units?
5. Why is there a delay between when the audit report is released and when it appears on the web?

More FAQs»

**EXTRA-CURRICULAR
ACCOUNTING
in
INDIANA
PUBLIC SCHOOL
CORPORATIONS**



Prescribed by
STATE BOARD OF ACCOUNTS OF INDIANA
1970

ECA Manual

SBOA: Extra-Curricular Accounts Manual - Google Chrome

in.gov/sboa/3270.htm

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State Examiner Directives

Units We Audit

Career Opportunities

Contact Us

FORMS, PUBLICATIONS & RESOURCES

Audit Reports

Manuals

Quarterly Publications

Meeting Materials

Gateway

Guidelines for Independent Auditors

Non-Governmental Entity Audit Process

Electronic Forms

Resources

EXTRA-CURRICULAR ACCOUNTS MANUAL

Revised 2010

To access these manuals, you must have Adobe Reader. You can download it here:

<http://www.adobe.com/products/reader.html>

- [Table of Contents](#)
- [Chapter 1 - Extra-Curricular Account - Overview](#)
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- [Chapter 5 - Investments and Investment Income Fund](#)
- [Chapter 6 - Fees; Dues; General Fund; Vending](#)
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- [Rules.IN.gov](#)

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Top FAQs I Want To...

1. Can elected officials collect unemployment if they are not re-elected?
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More FAQs»

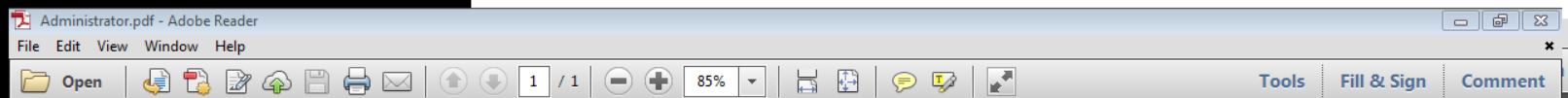
Manuals

- ◉ Updated periodically, as necessary
- ◉ Future changes

Regulatory Manual

- ◉ Accounting & Financial Regulatory Reporting Manual
 - > Outlines reporting requirements
- ◉ Other options
 - > GAAP
 - > GASB 34
- ◉ Currently all schools present on Regulatory basis

The School Administrator



THE SCHOOL ADMINISTRATOR

ISSUED BY THE STATE BOARD OF ACCOUNTS

Vol. 1

March 1963

This is the first issue of THE SCHOOL ADMINISTRATOR, a publication by the State Board of Accounts. It is the present intent that subsequent issues will be made quarterly in June, September and December. These publications have as their purpose the furnishing of information for the use of school officials and citizens having need thereof.

We sincerely hope this publication will be beneficial in your administration of school affairs. We are interested in improving its usefulness and we will welcome suggestions from those who have the opportunity to inspect it.

March 15, 1963

B. B. McDonald
State Examiner

ITEMS TO REMEMBER

- April 1:** Prove the Funds Ledger of Receipts and Disbursements and reconcile with the bank statements. Also prove the Functional Control (columns A to I) to the Funds Ledger disbursements. It is suggested that the Functional Distribution Ledger be balanced and proved to the Funds Ledger disbursements.
- April 10:** Last day to make wage report and payment of Old Age Survivors Insurance (Social Security) for the first quarter of 1963 to Public Employees' Retirement Fund, 501 State Office Building, Indianapolis, Indiana. Separate reports are required for (a) non-teaching employees and (b) teaching employees. The teachers' report should have attached Certificate Form SST-1 with check covering teachers' deductions.
- April 12:** Legal Holiday - Good Friday. (19-1916B)
- April 30:** Last day to file quarterly report and make payment of Federal Tax withheld during first quarter of 1963 to Director of Internal Revenue (Form 941).
- April 30:** Last day to file quarterly report (Form W.H. 1) and make payment of Gross Income Tax withheld during the first quarter of 1963 to Department of Revenue, Withholding Section, 211 State Office Building, Indianapolis, Indiana.
- May 1:** Last day to begin negotiations for school bus drivers' contracts for new routes or for those contracts expiring at the close of the present school term. (28-3931)
- May 1:** Prove Funds Ledger of Receipts and Disbursements and reconcile with depositories. Also prove the Functional Control to the Funds Ledger disbursements. It is suggested that the Functional Distribution Ledger be balanced and proved to the Funds Ledger disburse-

The School Administrator

- ◉ March, June, September, December
- ◉ 10 year cycle
- ◉ Legal digest once a year

State Examiner Directives

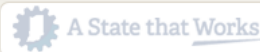
- ◉ Uniform Compliance Guideline
- ◉ Currently 6
 - > 2014-1 Exit Conference Confidentiality
 - > 2014-2 IN DOE Form 9
 - > 2015-2 Engagement of a Private Examiner
 - > 2015-4 Audits and Examinations – GAAP Basis

Our Website

- ◉ In.gov/sboa
- ◉ Resources:
 - > Manuals
 - > Administrator
 - > State Examiner Directives
 - > Electronic Forms
 - > Meeting Materials
 - > Audit Reports

Website Update

- ◉ In process
- ◉ More user friendly
- ◉ All pertinent information for a unit type will be on the same page



SBOA

Search

GOVERNOR
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About
Indiana

Agriculture &
Environment

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Employment

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Training

Family &
Health

Law &
Justice

Public
Safety

Taxes &
Finance

Tourism &
Transportation

Indiana State Board of Accounts

🏠 SBOA HOME

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FORMS, PUBLICATIONS & RESOURCES

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Mission Statement

We are dedicated to providing the citizens of the State of Indiana with complete confidence in the integrity and financial accountability of state and local government.

The current Board Members are:

- Paul Joyce, CPA, State Examiner
- Mike Bozymski, CPA, Deputy State Examiner
- Tammy White, CPA, Deputy State Examiner

Audit Reports Certified to the Attorney General and Local Prosecutors

The list below contains audit reports certified by the State Examiner to the attorney general (for civil collections) and local county prosecutors (for potential criminal charges) from 2014 to present. While all of the reports disclose public funds that were misappropriated, diverted, or unaccounted for, not all of the reports represent cases in which the State Examiner believes that a crime has been committed. By law (IC 5-11-5-1) the State Examiner is required to certify reports that that disclose misfeasance, malfeasance, and nonfeasance to the attorney general, the inspector general, and the local county prosecutor.

Governmental Unit	County	Report No.	Total Amount	Action by Atty. Gen.	Action by Prosecutor	Additional Information
Madison Township	Allen	B44193	\$5,252.97			Paid in full
Town of Fowler Utilities	Benton	B44747	\$88,707.60	Yes		
Board of Commissioners	Clark	B43855	\$107,479.97			Paid in full
County Auditor	Decatur	B43223	\$14,266.96			Paid in full
Muncie Central H.S. Athletic	Delaware	B44168	\$19,471.00	Yes		
Muncie Sanitary District	Delaware	B44732	\$15,312.31			Paid in full
City of Warsaw	Kosciusko	B43854	\$333,733.88	Yes	Yes	
City of Hammond Clerk	Lake	B43289	\$11,184.16	Yes	Yes	
Eldon Ready Elementary	Lake	B43789	\$34,062.53	Yes		
LaPorte Violations Bureau	LaPorte	B44733	\$24,150.00	Yes		

Audit Reports

● Process

- > Field Work
 - includes ongoing work-paper reviews
- > Exit Conference
- > Field Review
- > Office Review
- > Filing



Indiana State Board of Accounts



Audit Report Filings

This index of Audit Reports issued by the Indiana State Board of Accounts is updated each day with reports released the previous day. If you wish to receive a copy of an audit report that is not available for download, please contact our office at (317) 232-2513. The cost of copies of audit reports is ten (10) cents per page. To speed up the process, have the report file date and number available when calling. These items can be obtained from the results of this search.

Audit End Year

(What's this? ⓘ)

Any ▼

Name of the Unit of Government

(What's this? ⓘ)

County, State, or University

(What's this? ⓘ)

[select all](#) [deselect all](#)

- State
- Universities
- Adams
- Allen
- Bartholomew
- Benton
- Blackford

Search

Directors Process

- ◉ Ryan and I receive questions on a daily basis from various school officials, attorneys, citizens, media, etc.
- ◉ Uniform Compliance Guidelines
- ◉ Indiana Code
 - > <http://iga.in.gov/legislative/laws/2014/ic/>

Indiana Codes

Indiana General Assembly, 2015 Session - Google Chrome

iga.in.gov/legislative/laws/2014/ic/

Gateway Transparency 8.1.06 IC SBOA PeopleSoft IGA Forms CUBS MLB Pay Townships Website Update Test Website

Indiana General Assembly 2015 Session

Information Session Committees Legislation Laws Publications

Search Code Bills Legislators

Title required, Article, Chapter or Section optional

T A C S Keyword

Constitution **Indiana Code** Noncode Statutes Acts Historical Tables

Select a Title... Current 2014 Code

Current Indiana Code as of the 2014 Regular Session and Technical Session View Reference Material

Indiana Code

- TITLE 1. GENERAL PROVISIONS
- TITLE 2. GENERAL ASSEMBLY
- TITLE 3. ELECTIONS
- TITLE 4. STATE OFFICES AND ADMINISTRATION
- TITLE 5. STATE AND LOCAL ADMINISTRATION
- TITLE 6. TAXATION
- TITLE 7.1. ALCOHOL AND TOBACCO
- TITLE 8. UTILITIES AND TRANSPORTATION
- TITLE 9. MOTOR VEHICLES
- TITLE 10. PUBLIC SAFETY
- TITLE 11. CORRECTIONS
- TITLE 12. HUMAN SERVICES
- TITLE 13. ENVIRONMENT
- TITLE 14. NATURAL AND CULTURAL RESOURCES
- TITLE 15. AGRICULTURE AND ANIMALS
- TITLE 16. HEALTH
- TITLE 17. REPEALED
- TITLE 18. REPEALED
- TITLE 19. REPEALED
- TITLE 20. EDUCATION
- TITLE 21. HIGHER EDUCATION
- TITLE 22. LABOR AND SAFETY
- TITLE 23. BUSINESS AND OTHER ASSOCIATIONS
- TITLE 24. TRADE REGULATION
- TITLE 25. PROFESSIONS AND OCCUPATIONS
- TITLE 26. COMMERCIAL LAW
- TITLE 27. INSURANCE
- TITLE 28. FINANCIAL INSTITUTIONS
- TITLE 29. PROBATE
- TITLE 30. TRUSTS AND FIDUCIARIES
- TITLE 31. FAMILY LAW AND JUVENILE LAW
- TITLE 32. PROPERTY
- TITLE 33. COURTS AND COURT OFFICERS
- TITLE 34. CIVIL LAW AND PROCEDURE
- TITLE 35. CRIMINAL LAW AND PROCEDURE
- TITLE 36. LOCAL GOVERNMENT

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